

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

NS. No. 112

NOTE SHEET

(1)

SUBJECT: PROCESS SALARY OF INDIVIDUAL SPECIALISTS OF URBAN MOBILITY PROJECT

With reference to the subject cited above and as per advertisement published in leading dailies on 02/02/2020 (Flag A). In this regard, applications received against the said advertisement and shortlisted candidates have been called for online interviews on 19th October 2020 against the cited posts and pursuance of the conducted interviews another round of conversation was arranged with financing institution on 2nd & 4th November, 2020 (Flag B).

Furthermore, Mr. Yawar Nabi and Mr. Jawed Islam have been selected for the post of Communication Specialist and Financial Management Specialist against the offer of appointment Letters No. PD/YLC/SMTA/002/2020/2092 and PD/YLC/SMTA/002/2020/2091 as issued on dated 16th November, 2020, respectively (Flag C). Hence, both specialists accepted offers against the said letters and joined their duties with submission of Joining Reports as Communication Specialist on dated 19th November 2020 and as Financial Management Specialist on dated 10th December 2020 (Flag D).

In the light of the subject matter, it is submitted for kind approval for to issue Medical Letter, Account Opening Letter and FO-I Form initiation process to start salary.

4.

MANAGING DIRECTOR, SMTA


21/12/2020


18/12/2020
DIRECTOR
(ADMIN & HR)

5

Div Admin

As per approved if MD SMTA, the specialists have submitted medical fitness report and account details. F-I forms for the concerned may be prepared for release of salary.

6.

Dir F&A

FOI forms are filled along with all relevant documents to be submitted at the office of AGOR to start disbursing process of salaries.


14/1/2021

7

AO, SMTA / AGO:

NOTESHEET

02

07.

As per approval of project Director, yellowline BRIs, Miss. Huma Ashar, "Enders specialist" was issued after letter on march 8, 2011. (Annexure -A) later, she gave acceptance of the letter and signed a contract agreement of 1, one (1) year. She has joined her service as a "Enders Specialist" with effect from march 10, 11, 2011, ^{respectively} (Annexure B).

08

In view of above process, Medical letter, Account Opening letter and FO-I form may kindly be ~~accepted~~ ^{issued} for further process. please.

10

~~Director Administration and HR :~~

15/03/2011

PTD.

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

NS. No. 124

NOTE SHEET

(03)

SUBJECT: PROCESS SALARY OF INDIVIDUAL SPECIALISTS OF URBAN MOBILITY PROJECT

10. With reference to para-9 and above, and to the subject cited above and as per advisement published in leading dailies dated on 02/02/2020.

11. In this regard, offer letter was issued to Ms. Humna Ashar, Gender Specialist for Karachi Urban Mobility Project on March 8, 2021, later she furnished acceptance letter and signed contract agreement of one (1) year. She Joined duty with submission of joining report. (Flag A).

12. In light of the subject matter, it is submitted for kind approval for to issue medical letter, Account Opening letter and FO-1 form for initiation process to start salary. (Flag B)

13. PROJECT DIRECTOR, SMTA 16MP-1/L

DIRECTOR 16/3/21
(ADMIN & HR)

17/3/2021

14. MANAGING DIRECTOR, SMTA

24/03/2021

15. Dr. Adnan

With reference to para 12/n above and per approval of MD SMTA, Mrs Humna Ashar, Gender Specialist Karachi mobility Project has submitted her medical fitness report, Bank account details and FO-1 form.

16. Finance Department may re-check the form submitted so that the case

PfD

(04)

may be submitted to A-E office.
for release of salary. plz



07/04/2021.

17. DIE (F&A)

Pls review, check if all relevant required documents
are attached and fill the FOI form if it's not filled or incomplete.


27/4/21

18. AO/SMTH: FOI form is filled and all necessary require
S. Auditor documents are compiled and verified. ^{my be} Submitter
for necessary pieces of AG office.


12/4/21.

Din (F&A)

Pls process it at AG Sindh


12/4/21

19. AAH
AO/SMTH;

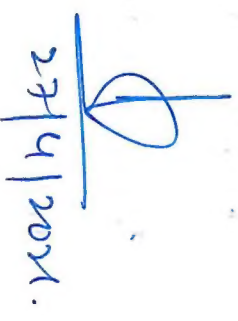
For Submitted to AG


19/4/21

20 Dix (F&A)


26/4/21

21. PD, XL:


27/4/2021.

22. FMS 
27/04/2021

23. AD (BD)

As per the info. my

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
Karachi Mobility Project
Yellow Line BRTS

(NOTE SHEET)

23.

As per the approval of Competent Authority i.e. Project Director, Yellow Line BRTS. Offer letters were issued to individual consultants namely Amir Hamza, Social Development Specialist and Malik Zafar Iqbal, Procurement & Contract Management Specialist on March 8, 2021 (**Annexure C&D**).

24.

Subsequently, they gave their joining report and signed a contract agreement on April 1st, 2021 (**Annexure E&F**).

25.

Therefore, kindly issue a medical letter, account opening letter and FO-1 form for initialization of their salary process please.


28-04-2021
ASSISTANT DIRECTOR

26.

PROJECT DIRECTOR (Yellow Line BRTS):

*For us/in endorsed for
approved P.S.*


28/4/2021.

27.

MD (SMT/A)

05/05/2021

28

Div Admin

GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY

NS. No. 141

NOTE SHEET

SUBJECT: PROCESS SALARY OF INDIVIDUAL SPECIALISTS OF KARACHI
MOBILITY PROJECT

As per approval of Managing Director, SMTA; Medical Letter, Account Opening Letter and FOI Form for initialization of their salary were issued to Mr. Zafar Iqbal (Procurement & Contract Management Specialist) and Mr. Amir Hamza (Social Development Specialist) for which they have submitted the documents requested above (**copy attached**).

However, as per offer of appointment letter of Mr. Syed Jalal Abbas Jafferi (Safety, Health, Environment & Quality Specialist) dated March 8th, 2021 joined his duties on May 3rd, 2021, joining report and his relevant documents are also **attached**.

Finance Department, SMTA may recheck all the relevant documents submitted by the above three (03) individual specialists, so that their case may be forwarded to AG, Office for release of salary.


DEPUTY DIRECTOR
(ADMINISTRATION & HR)
21/5/2021


31. DIRECTOR (F&A)

Pls review all attached relevant documents and


FOI forms where needed.


21/5/21

32.

AO(SMTA): FOI form filled and attained all documents as per requirement, forwarded for further verification process. 
21/5/21

33

Senior Auditor: Yellow line consistency services. Contact of FOI form has been checked. Ops per AG requirement forwarded for further process. 
21/5/21.

34. A. D (SMTA) Enforced Para 33, document attached ^{an request} with FOI Form, Submitted for necessary process w/o approval and signing on FOI form for Submission to ~~Attn~~ ^{Attn} Head AG Smith for release of Salary of 31/5/202

35. Dir (FSA)

The Salaries files Submitted & placed for approval

of Mr. Zafar Iqbal, Procurement & Contract Management Specialist, Syed
Jalal Abbas Jafri, Health Environment & Quality Specialist and Mr.
Amir Hamza, Social Development Specialist of PMT Yellow Line for
start of their salaries.

31/5/21

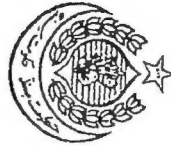
36. MD. SMTA:

37. Director Finance & Account

Pls process it to AG Smith for Salary. 31/5/21

38. AG (SMTA) / AG O/L:

31/5/21



NO: FD(SR-1)10(1193)/2021
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi, dated the 7th December, 2021

80

To,
The Accountant General of Sindh,
Karachi.

Subject: PAYMENT OF ARREARS OF PAY AND ALLOWANCES.

I am directed to refer to this Department's SOPs letter No.FD(E&A)9(58)/2017, dated 10th January, 2017, on the subject noted above and in pursuant to approval of Scrutiny Committee meeting held on 12th November, 2021, under the Chairmanship of Special Finance Secretary (SR/Admn), Finance Department, is hereby accords permission for the drawl of arrears of pay and allowances as per details given:-

Sr.	Name	Designation	Nature of Claim	Claim Period	Amount in Rs. (Gross)
1.	Syed Jalal Abbas Jafri <u>Per.No.10970772</u>	SHE-Q Specialist	Regular Salary	w.e.f. 03.05.2021 to 30.06.2021	Rs.483,870/-
2.	Mr. Zafar Iqbal <u>Per.No.10970566</u>	Contracts Management Specialist		w.e.f. 01.04.2021 to 30.06.2021	Rs.900,000/-
3.	Mr. Amir Hamza <u>Per.No.10970565</u>	Social Dev. Specialist		w.e.f. 01.04.2021 to 30.06.2021	Rs.1,050,000/-

2. The permission is subject to:
- Verification / Genuineness of the claim and of relevant documents.
 - Re-calculation of the amount of arrears and payment to be made in two equal instalments, if amount is more than 0.5 million.
 - Condition that genuiness of the appointment was verified from secretary concerned, before hiring / opening of IDs.
 - Confirmation that incumbent has not availed above benefits against same period before.
 - Deduction under applicable rules.
 - Return the advice with recommendation (if any) in case any discrepancy / omission is found or rectification / addition / substitution is required.
 - In case of any discrepancy / violation of the Policy / Rules, DDO / DAO concerned will be held responsible.
3. The expenditure involved will be met out within the budget grant under relevant head of account during the current financial year 2021-22.

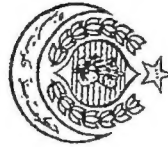
NO: FD(SR-1)10(1193)/2021

A copy is forwarded for information to:-

- The Secretary, Transport & Mass Transit Department, Govt. of Sindh, Karachi.
- P.S to SFS(Admn/SR), Finance Department.
- The DDO / Director Administration & HR, Sindh Mass Transit Authority, Karachi.
- The Officers concerned.
- Master File.

(GHULAM ASGHAR SUHAG)
SECTION OFFICER (SR-1)
Karachi, the dated 7th December, 2021

SECTION OFFICER (SR-1)



NO: FD(SR-I)10(1192)/2021
GOVERNMENT OF SINDH
FINANCE DEPARTMENT
Karachi, dated the 7th December, 2021

78

To,
The Accountant General of Sindh,
Karachi.

PAYMENT OF ARREARS OF PAY AND ALLOWANCES.

I am directed to refer to this Department's SOPs letter No.FD(E&A)9(58)/2017, dated 10th January, 2017, on the subject noted above and in pursuant to approval of Scrutiny Committee meeting held on 12th November, 2021, under the Chairmanship of Special Finance Secretary (SR/Admn), Finance Department, is hereby accords permission for the drawl of arrears of pay and allowances as per details given:-

Sr.	Name	Designation	Nature of Claim	Claim Period	Amount in Rs. (Gross)
1.	Ms. Huma Ashar	Gender Specialist	Regular Salary	w.e.f. 10.03.2021 to 30.04.2021	Rs.427,419/-
Per.No.10969755					

(Rupees: Four hundred twenty seven thousand four hundred and nineteen only)

- The permission is subject to:
 - Verification / Genuineness of the claim and of relevant documents.
 - Re-calculation of the amount of arrears.
 - Condition that genuiness of the appointment was verified from secretary concerned, before hiring / opening of ID (10969755).
 - Confirmation that incumbent has not availed above benefits against same period before.
 - Deduction under applicable rules.
 - Return the advice with recommendation (if any) in case any discrepancy / omission is found or rectification / addition / substitution is required.
 - In case of any discrepancy / violation of the Policy / Rules, DDO / DAO concerned will be held responsible.
- The expenditure involved will be met out within the budget grant under relevant head of account during the current financial year 2021-22.

(GHULAM ASGHAR SUHAG)
SECTION OFFICER (SR-I)

Karachi, the dated 7th December, 2021

NO: FD(SR-I)10(1192)/2021

A copy is forwarded for information to:-

- The Secretary, Transport & Mass Transit Department, Govt. of Sindh, Karachi.
- P.S to SFS(Admn/SR), Finance Department.
- The DDO / Director Administration & HR, Sindh Mass Transit Authority, Karachi.
- ✓The Officers concerned.
- Master File.

SECTION OFFICER (SR-I)



76

NO. SMTA/ML-KMP/2021
GOVERNMENT OF SINDH
TRANSPORT & MASS TRANSIT DEPARTMENT
SINDH MASS TRANSIT AUTHORITY
Karachi, dated the: 30th April, 2021

To,

The Medical Superintendent
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "PROCUREMENT AND CONTRACT
MANAGEMENT SPECIALIST" ON CONTACT BASIS IN KARACHI MOBILITY
PROJECT SINDH MASS TRANSIT AUTHORITY TRANSPORT MASS TRANSIT
DEPARTMENT GOS

I am directed to refer to the subject noted above and state that Mr. Amir Hamza S/O Ahmed Din has been appointed as a Procurement And Contract Management Specialist in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No PD/YLC/SMTA/2021/03/102 dated 8th, March 2021 on contract basis (copy enclosed).

2. It is therefore requested that he may be medically examined and issue medical fitness report.

DEPUTY DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information:

1. Project Director, Karachi Mobility Project, BRT Yellow Line.
2. PS to Managing Director, SMTA, Karachi
3. Master File



No. SMTA/BANK-ACC/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 30th April, 2021

To,

The Branch Manager,
Sindh Bank,
Kekhashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify Mr. Zafar Iqbal S/O Bashir Ahmed, has been appointed as “Procurement & Contract Management Specialist” in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA). Transport & Mass Transit Department (TMTD). Government of Sindh. It is requested to open his Bank Account for to transfer salary of the said employee.

**DEPUTY DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information and necessary action to:-

1. PD, KMP, Yellow Line BRTs, GoS, Karachi.
2. Director (F&A), SMTA, Karachi.
3. PS to the Managing Director, SMTA, Karachi.
4. Master File



GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT

72

NOTIFICATION

NO.KMP/SMTA/2021/ :-In pursuance of Offer Letter NO. PD/YLC/SMTA/2021/03/105 dated 8th March, 2021 **Mr. Zafar Iqbal S/O Bashir Ahmed** is hereby joined against the post of “**Procurement & Contract Management Specialist**” in Karachi Mobility Project, Sindh Mass Transit Authority on contract basis for the period of One (01) year (Extendable) w.e.f. 01-04-2021 till date 31-03-2022 with lump sum monthly remuneration amounting to Rs. 300,000/- (Three Hundred Thousand Rupees Only).

2. Terms and conditions will be followed

-IQTIDAR AHMED-
MANAGING DIRECTOR

NO.KMP/SMTA/2021/

Karachi Dated the 30th April, 2021

A copy is forwarded for information to:-

1. The Accountant General, Sindh, Karachi.
2. Managing Director, SMTA, TMTD, GoS, Karachi.
3. Project Director, KMP, Yellow Line BRTs, GoS, Karachi
4. PS to Secretary, Transport & Mass Transit Department, Government of Sindh.
5. Officer concerned.
6. Master File.

(SYED YAZIM ALI SHAH)
DEPUTYDIRECTOR
(ADMIN & HR)



No. SMTA/ ML-KMP/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 30th April, 2021

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "SOCIAL DEVELOPMENT SPECIALIST" ON CONTRACT BASIS IN KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY, TRANSPORT & MASS TRANSIT DEPARTMENT, GOS

I am directed to refer to the subject noted above and to state that Mr. Amir Hamza S/O Ahmed Din has been appointed as a "Social Development Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No. PD/YLC/SMTA/2021/03/102 dated 8th, March 2021 on contract basis (copy enclosed).

2. It is, therefore, requested that he may be medically examined and issue medical fitness report.

**DEPUTY DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line.
2. PS to the Managing Director, SMTA, Karachi
3. Master File.



**GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT**

NOTIFICATION

NO.KMP/SMTA/2021/ :-In pursuance of Offer Letter NO. PD/YLC/SMTA/2021/03/102 dated 8th March, 2021 **Mr. Amir Hamza S/O Ahmed Din** is hereby joined against the post of “**Social Development Specialist**” in Karachi Mobility Project, Sindh Mass Transit Authority on contract basis for the period of One (01) year (Extendable) w.e.f. 01-04-2021 till date 31-03-2022 with lump sum monthly remuneration amounting to Rs. 350,000/- (Three Hundred Fifty Thousand Rupees Only).

2. Terms and conditions will be followed

**-IQTIDAR AHMED-
MANAGING DIRECTOR**

NO.KMP/SMTA/2021/

Karachi Dated the 30th April, 2021

A copy is forwarded for information to:-

1. The Accountant General, Sindh, Karachi.
2. Managing Director, SMTA, TMTD, GoS, Karachi.
3. Project Director, KMP, Yellow Line BRTs, GoS, Karachi
4. PS to Secretary, Transport & Mass Transit Department, Government of Sindh.
5. Officer concerned.
6. Master File.

**(SYED YAZIM ALI SHAH)
DEPUTYDIRECTOR
(ADMIN & HR)**



No. SMTA/BANK-ACC/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 30th April, 2021

To,

The Branch Manager,
Sindh Bank,
Kekhashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify **Mr. Amir Hamza S/O Ahmed Din**, has been appointed as “**Social Development Specialist**” in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA). Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open his Bank Account for to transfer salary of the said employee.

**DEPUTY DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information and necessary action to:-

1. PD, KMP, Yellow Line BRTs, GoS, Karachi.
2. Director (F&A), SMTA, Karachi.
3. PS to the Managing Director, SMTA, Karachi.
4. Master File



64

GOVERNMENT OF SINDH
Karachi Mobility Project
(YELLOW LINE BRTS)
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

No. PD/YLC/SMTA/2021/03/102

Karachi Dated: March 8th, 2021

To,

Amir Hamza s/o Ahmed Din,
House No. 485, Block-J2, Johar Town,
Lahore.

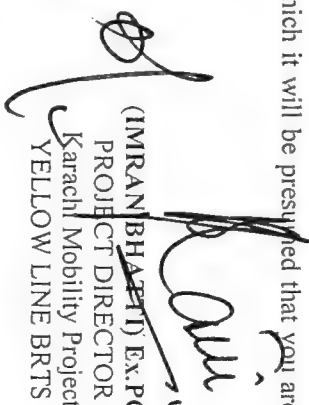
**SUBJECT: OFFER OF APPOINTMENT AS "SOCIAL DEVELOPMENT SPECIALIST" IN
KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY
(SMTA).**

With the approval of Competent Authority, you are hereby offered the role of "Social Development Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA) on contract basis for the period of One (01) year (Extendable) with monthly remuneration amounting to Rs. 350,000 (Three Hundred Fifty Thousand Rupees) lump sum on the following terms and conditions:-

- i. You will undergo a medical examination (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- ii. You will be on Probation for a period of three (03) months with effect from the date of joining, during which your performance will be monitored and evaluated.
- iii. Your services will be purely on contract basis. You will not be entitled to any government benefits like pension, golden handshake, etc.
- iv. Your conduct amounting to malfeasance, misfeasance and nonfeasance shall make your contract liable to termination. Specifically, your performance lapses during the course of contract period, breach of terms and conditions of this contract and general policies and regulations and/or misconduct will render your contract liable to termination, forthwith, without resort to any formal proceedings.
- v. In case of your tendering resignation, you will not leave the charge of your post unless and until your resignation is formally accepted.

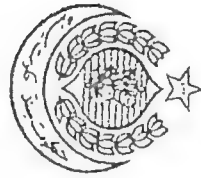
- vi. This letter of appointment will accompany, and form part of a set of documents regarding, *inter alia*, contract agreement together with the terms and conditions of your employment and the Project's policy on various matters; which policies may, from time to time, be altered or amended by the SMTA at its discretion.
- vii. In case you are interested to offer your services beyond the completion of instant contract term, you may put a request in writing at least 45 days prior to completion of contract term.
- viii. Failing to join or expressing your interest, the role would be offered to the next evaluated candidate.
2. If you accept the offer on the terms and conditions specified in the contract agreement, you should report for duty to Project Director, Yellow Line BRTS (Karachi Mobility Project) within seven (07) days of the issuance of this offer letter. Failing, which it will be presumed that you are not willing to accept it which will be cancelled without any notice.




(IMRAN BHATTI) Ex.PCS
PROJECT DIRECTOR
Karachi Mobility Project
YELLOW LINE BRTS

A copy is forwarded for information to:

1. The Secretary, Transport & Mass Transit Department, GoS, Karachi
2. The Managing Director, Sindh Mass Transit Authority, GoS, Karachi
3. Master File.



GOVERNMENT OF SINDH
Karachi Mobility Project
(YELLOW LINE BRTS)
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

62

No. PD/YLC/SMTA/2021/43/105

Karachi Dated: March 8th, 2021

To,

Zafar Iqbal s/o Bashir Ahmed,
House No. C-42, Gulshan-e-Hadeed, Phase-II,
Karachi.

**SUBJECT: OFFER OF APPOINTMENT AS "PROCUREMENT AND CONTRACT
MANAGEMENT SPECIALIST" IN KARACHI MOBILITY PROJECT, SINDH
MASS TRANSIT AUTHORITY (SMTA).**

With the approval of Competent Authority, you are hereby offered the role of "Procurement and Contract Management Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA) on contract basis for the period of One (01) year (Extendable) with monthly remuneration amounting to Rs. 300,000 (Three Hundred Thousand Rupees) lump sum on the following terms and conditions:-

- i. You will undergo a medical examination (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- ii. You will be on Probation for a period of three (03) months with effect from the date of joining, during which your performance will be monitored and evaluated.
- iii. Your services will be purely on contract basis. You will not be entitled to any government benefits like pension, golden handshake, etc.
- iv. Your conduct amounting to malfeasance, misfeasance and nonfeasance shall make your contract liable to termination. Specifically, your performance lapses during the course of contract period, breach of terms and conditions of this contract and general policies and regulations and/or misconduct will render your contract liable to termination, forthwith, without resort to any formal proceedings.
- v. In case of your tendering resignation, you will not leave the charge of your post unless and until your resignation is formally accepted.

- vi. This letter of appointment will accompany, and form part of a set of documents regarding, *inter alia*, contract agreement together with the terms and conditions of your employment and the Project's policy on various matters; which policies may, from time to time, be altered or amended by the SMTA at its discretion.
- vii. In case you are interested to offer your services beyond the completion of instant contract term, you may put a request in writing at least 45 days prior to completion of contract term.
- viii. Failing to join or expressing your interest, the role would be offered to the next evaluated candidate.

2. If you accept the offer on the terms and conditions specified in the contract agreement, you should report for duty to Project Director, Yellow Line BRTS (Karachi Mobility Project) within seven (07) days of the issuance of this offer letter. Failing, which it will be presumed that you are not willing to accept it which will be cancelled without any notice.



(IMRAN BHATTI) E.S. PCS
PROJECT DIRECTOR
Karachi Mobility Project
YELLOW LINE BRTS

A copy is forwarded for information to:

1. The Secretary, Transport & Mass Transit Department, GoS, Karachi
2. The Managing Director, Sindh Mass Transit Authority, GoS, Karachi
3. Master File.

Dated: 1st April, 2021

To,
The Project Director,
Yellow Line BRTS,
Karachi Mobility Project,
SMTA, Govt. of Sindh

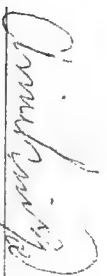
Subject: Joining Report – Social Development Specialist

Dear Sir,

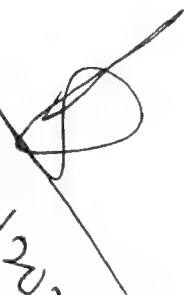
In response to the letter of appointment No. PD YLC SMTA 2021-03 02 dated: 8th March 2021 for the post of Social Development Specialist in SMTA. I, Amir Hamza bearing CNIC No. 35301-1938931-3 would like to confirm that I am joining this position on Thursday, 1st April 2021 as a "Social Development Specialist" and shall perform my duties with sincerity.

I hereby request you to kindly accept my joining report w.e.f. 1st April 2021 forenoon and obliged thereby.

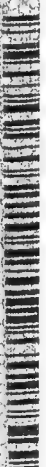
Best Regards,



Mr. Amir Hamza
Social Development Specialist
Sindh Mass Transit Authority


1/4/2021
Process
AG

403120



58



5000
Rupees



ISSUED BY THE CITY COURT KARACHI

ISSUED TO Mrs. A. J. Khan

IN/LEG No. 228-03-21

IN/LEG No. 228-03-21

IN/LEG No. 228-03-21

for the purpose of Rs. 5000

ENTRY No. 228-03-21

CONTRACT AGREEMENT

25 MAR 2021

This contract is being executed w.e.f. 01-04-2021, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh under the World Bank - Technical Assistance (hereinafter called the "Client") and, therefore, SMTA act as the party of the First Part.

AND

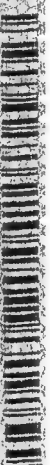
Mr. Amir Hamza, hereinafter referred as the 'Individual Specialist' Social Development Specialist, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh for rendering services as per following Terms of References and Terms & Conditions (Article 01 to 04) to be adhered strictly during the term of the consultancy.

TERMS OF REFERENCES:

Key Responsibilities:

The Social Development Specialist will identify potential social risks associated with Yellow Line Project and formulate framework/strategies, management and supervision plans to avoid and mitigate identified social impacts and manage the social risks. The specialist will also identify opportunities, and influence the design, implementation, and supervision of Yellow Line and operations to enhance social benefits for directly affected persons, stakeholders and communities (including vulnerable and marginalized groups), and the wider body of citizens.

403119



(RUPEES FIVE THOUSAND ONLY)

Issued to Mr. J. Edgar Hoover

CIRCLE NO. 10-37

vide DSR No. 17 dt 28-10-21

On behalf of Chutkan No. 101 DC 25-03-21

for the purpose of _____

Entry No. 14 DC-23 93-27

25 MAR

2011 dividing recommendations and advising PMT on measures to enhance the effectiveness of the project and achievement of the project development objectives

- Preparing ~~internal~~ social guidelines for the preparation, implementation, monitoring and reporting of social documents required by various safeguard instruments.
- Reviewing relevant safeguard documents, such as Social Impact Assessments, Livelihood Rehabilitation plan prepared by consultants to ensure compliance with relevant safeguards policies of the government of Pakistan and various international finance institutions including the World Bank.
- Providing recommendations to PMT accordingly and making necessary changes prior to submission of relevant safeguard instruments to the World Bank and other international finance institutions – ensuring consistency in the level of proficiency and presentation of the documentation.
- Supporting PMT in the review of documentation pertaining to social safeguards compliance (including bidding documents, reviews on-site, reports from contractors etc) during project implementation.

Handwritten:

- Contributing to project progress reports pertaining to overall implementation of environmental and social requirements of the project.
- Coordinating and facilitating the work of consultants engaged to carry out social impact assessments and social management planning and monitoring of safeguard instruments implementation.

- Organizing the technical aspects of workshops and meetings as required as needed

1. Introduction of civil management plan

A097131



54



1000
Rupees



11 MAR 2021

(RUPEES ONE THOUSAND ONLY)

ASHIF RAZA SIAMR VENUUR
Licence No. 02 G-14, Spanish Homes

Phase-1 D.H.A., Karachi.

no. 12328 Date

filled To With Address.....

HP086

MUHAMMAD SABIR
Advocate HC/8309/Khi

File Rs. 10000

Stamp Vendor's Signature ~~Collaboration~~ of appropriate performance and monitoring indicators to put into the
for use for free will & FORCE PURPOSE Monitoring and Evaluation (M&E) Framework of the project.

- Preparing quarterly progress reports including those required for submission to international finance institutions (if applicable) and other stakeholders as defined in relevant social risk management/social safeguards frameworks and plans.
- Perform other such duties that may be assigned from time to time.

TERMS & CONDITIONS:

WHEREAS the Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to execute the agreement with above named individual under World Bank Technical operated through Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh, in accordance with the Legal & Financing Agreement with World Bank and their stated guidelines.

Article #01: Engagement of Services:

Amir Hamza

Clause # I: Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to engage the services of Mr. Amir Hamza as Social Development Specialist and he has accepted the offer.

Clause #II: The individual Specialist would be placed at the disposal of Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh.

X

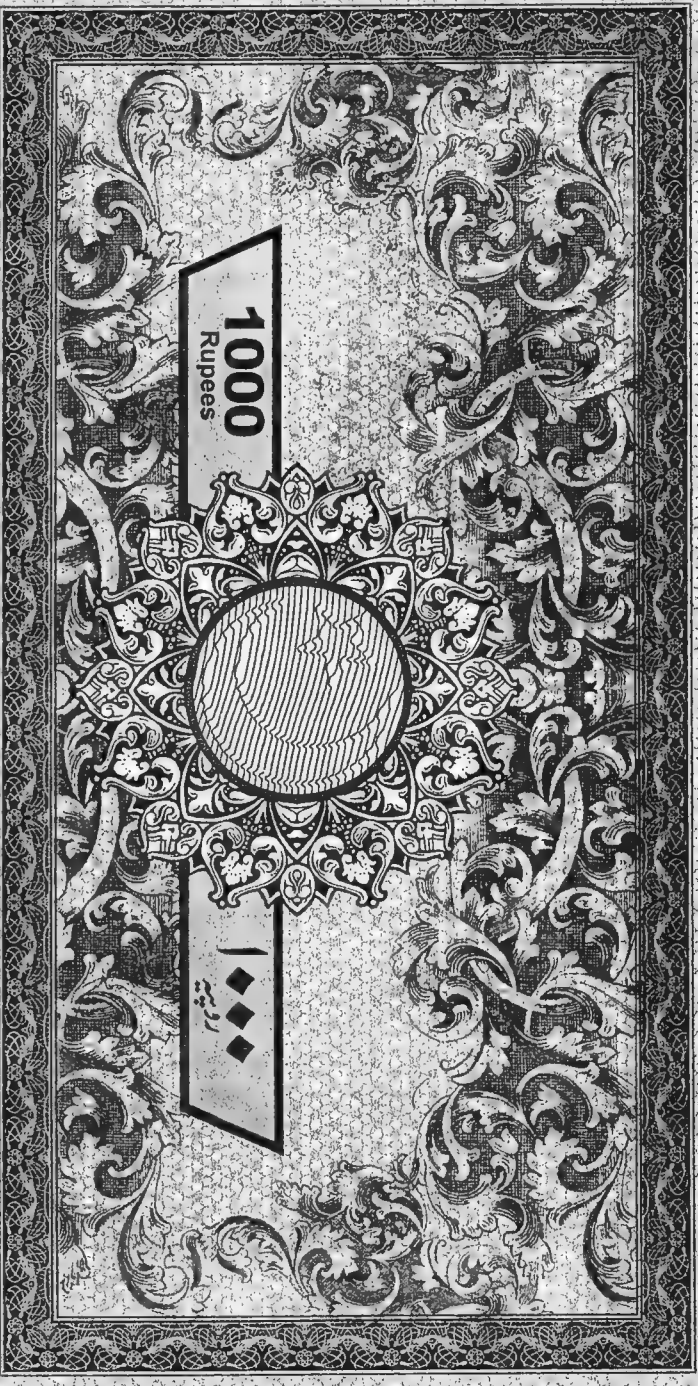
Clause # III:

That above named individual Specialist shall perform his duties assigned to him by the Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) (hereinafter called the "Duty Station") from time

A096787



52



1000
Rupees



09 MAR 2021

RUPEES ONE THOUSAND ONLY

KASHIF KAZA BIKAMP VENNUR
Licence No. 02 Q.14, Spanish Homes
Phase-1, D.M.A., Karachi.

Issued To With Address:.....**MUHAMMAD SABIR**
Design With Address:.....Advocate.HC/8309/KHI
Purpose:.....

Signature:.....**Alkesh**.....
Stamp Vendor's Signature:.....
NOT USE FOR FREE WILL & DIVORCE PURPOSE)

regularization on contractual or permanent basis or any kind of government service/ employment.

Article #02: Commencement of Engagement & Duration:

Clause # I: The term of engagement will commence from 01-04-2021
----- The term of this contract agreement is for a
period up to ----- only (Extendable on mutual and
agreed term and conditions as contained in Article 03, Clause II). No intimation
is binding upon Karachi Mobility Project, (Yellow Line BRTS) to inform
Specialist about the completion of this contract term, in advance.

Clause # II: In case Specialist is interested to offer his services beyond the completion of
instant contract term, he may put a request in writing at least 45 days but not less
than 35 days, prior to the completion of his contract term. It is the prerogative of
Karachi Mobility Project, (Yellow Line BRTS) PMT to either consider or reject
such request without giving any reason thereof. Even in case, any consideration
on extension request, if made, it is also subject to annual review assessments,
approvals, NOL and availability of TA funds.

Amir Khan

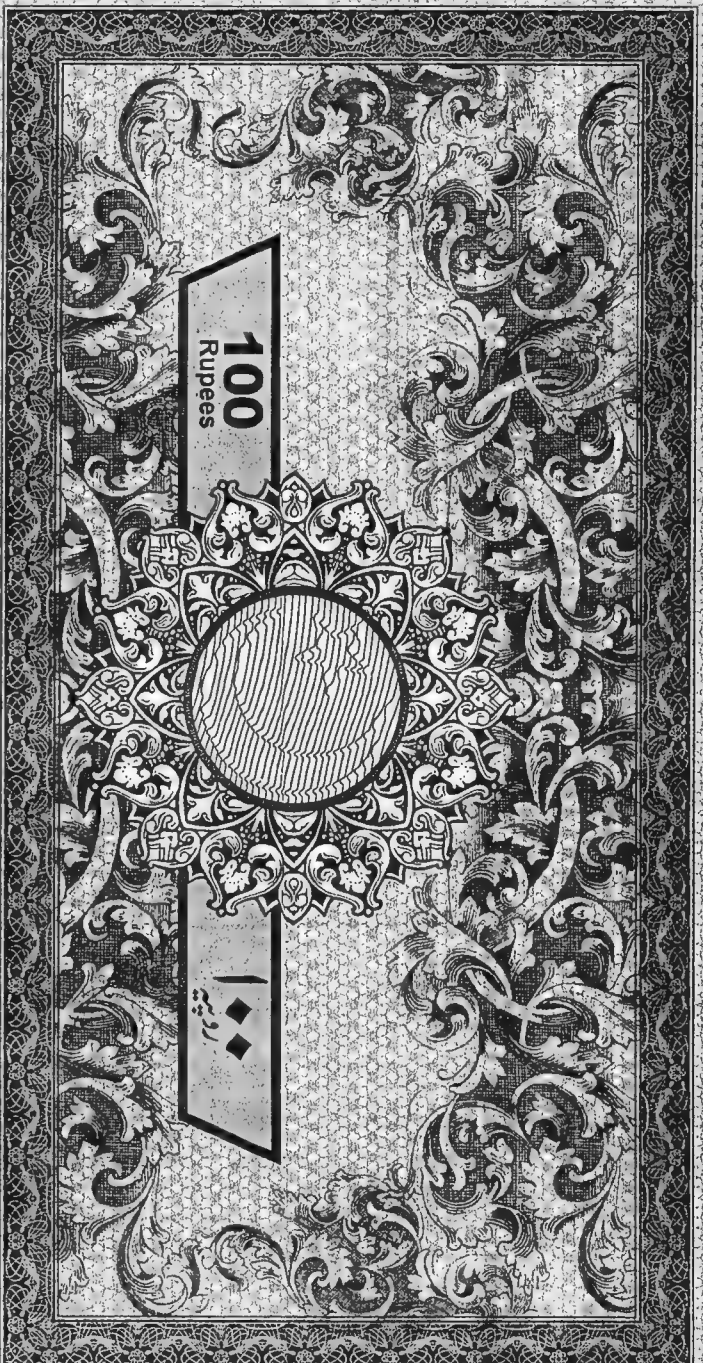
Article #03: Remuneration, Annual Performance Review, TA/DA, Leave, Taxation & Stamp Duty:

Clause #I: Remuneration:

a) A fix monthly package of Rs. 350,000/- (Three Hundred Fifty Thousand
Rupees) lump sum inclusive of all taxes. Incentives including provision of
official laptop (subject to need and availability) and Internet facility within the

T008963

50



ASHIF RAZA STAMP VENDOR 29 MAR 2021

(RUPEES ONE HUNDRED ONLY)

cence No. 02 G-14, Spanish Homes

Phase 1 D.H.A., Karachi.

o..... Date MUHAMMAD SABIR

used To With Address..... Advocate. HC/8309/Khi

rough With Address.....

pose.....

ue Rs..... Attached

mp Vendor's Signature.....

OT USE FOR FREE WILL A DIVORCE/ADJUDICATED monthly remuneration x duration of instant contract agreement.

Article #04: Termination:

Clause # I: The contract agreement may be terminated without giving any reasons through a written notice of one month by either party; in case of short notice period, one month remuneration will be forfeited.

Clause # II: If an individual Specialist remains absent from duty and fails to intimate/ inform his reporting officer for more than 5 days his contract agreement may be terminated immediately.

Clause # III: Regular non performing individual Specialist in respect to his assigned TORs and Quantified Deliverables is liable to contract termination with immediate effect. And if an individual Specialist commits a misconduct and with impartial enquiry is found guilty, his contract can be terminated with immediate effect or his term of contract agreement can be reduced from 01 to 03 months depending upon severity of the misconduct.

Clause # IV:

During the Terms of Engagement, individual Specialist shall devote required time and attention to the performance of the services and shall at all-time act with diligence and efficiency as and when required. He shall hand over all reports, Drawings, CDs, USBs, email messages or what-ever soft and hard material available with him. Individual shall also return (if any) vehicle, equipment and any given items to Karachi Mobility Project, (Yellow Line BRTS) PMT, upon termination or resignation or expiry of the contract. The clearance and experience certificate will only be issued upon receiving of all issued items in satisfactory condition. Payment of last monthly remuneration (either at termination, resignation, expiry- in case Specialist does not want to continue his services

Clause # VI: The individual Specialist undertakes that no relative under category I and II of W.B staff manual is working or attached with this World Bank program. Specialist also undertakes that in case any such information is found during the contract term, it will be terminated immediately.

Contents of following mentioned clauses are applicable during and even after the completion of the contract term. Any breach/violations made/occurred, will lead to termination of contract with immediate effect and Sindh Mass Transit Authority (SMTA) also reserves the right to initiate legal action against the individual Specialist in accordance with law/rules/regulations.

Clause #VII: The individual Specialist acknowledges that all information in respect of Karachi Mobility Project, Yellow Line BRTS including this project is proprietary and shall not be shared/ hoisted at any medium, without prior consent of the reporting officer as well as competent authority, with any individual or an entity outside the Transport and Mass Transit Department. And the individual shall also refrain from showcasing /highlighting himself at any medium, with any such information/material, which was being collected/visited on official capacity but sharing/projecting it for oneself publicity, as if it was carried out in his private capacity.

Clause #VIII: The individual Specialist refrain from tempering and manipulating of official record/ data for utilizing it at different forums.

Clause# IX: The individual specialist refrain from leaking official and confidential information to any party/ individual outside Sindh Mass Transit Authority (SMTA).

Clause# X: Individual Specialist refrain from making any public comments against project (s), officers/officials/Specialists of Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) and all the donor/development agencies.

W.B staff
Clause # XI: The individual Specialist refrain from using his institutional memory against the interest of Government of Sindh, Transport and Mass Transit Department, Karachi Mobility Project, (Yellow Line BRTS) PMT and all the development partners, during and even after the completion of the contract term.

Clause #XII: The individual Specialist is bound to refrain from indulging himself in any kind of political or religious activity including support and contributions of funds during performing of official duties.

Clause #XIII: This assignment is purely contract based and in no way individual specialist shall claim for any benefit other than provided in the contract.



IN WITNESS HEREOF, both parties agree to the terms of conditions of this agreement and by signing this it becomes a binding contract.

Karachi,

Dated: 01-04-2021

SIGNED BY:



Full Name: Mr. Amr Hamza

(CNIC #: 35301-1938931-3

Contact: 0300-2626769

Residential Address: House No. 485, Block J-2, Johar Town, Lahore

SIGNED BY:



Mr. Imran Bhatti, Project Director, Karachi Mobility Project, Yellow Line BRTS, Sindh Mass Transit Authority (SMTA), House No. D-43/1, Shahrah-e-Ghalib, Block-2, Clifton, (near Bilawal Chowrangi), Karachi, Pakistan.

WITNESS# 1: Signature with Name, Designation & CNIC No.

Muhammad Yousuf Munir



Director Infrastructure Projects, SMTA.

WITNESS# 2: Signature with Name, Designation & CNIC No.

RAFAAY ALI LATIF

Director (Finance & Accounts), SMTA



To,

Thursday, April 1, 2021

The Project Director,
Yellow Line BRTS,
Sindh Mass Transit Authority,
Government of Sindh,
Karachi.

**Sub: JOINING REPORT AS A PROCUREMENT & CONTRACT MANAGEMENT
SPECIALIST.**


Dear Sir,

In reference to your offer letter No. PD/YLC/SMTA/2021/03/105 dated March 8, 2021, I the undersigned, do hereby submit my joining report with immediate effect as Procurement & Contract Management with effect from April 1, 2021.

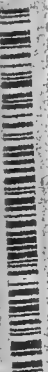
Therefore, kindly consider my joining w.e.f April 1, 2021.

Kind Regards


Zafar Iqbal


11/4/2021
Pm
AD

A183918



43



SHAHABUDDIN STAMP VENDOR
Lie # 146, Office # 39, 4th Floor, Court Chambers Building,
Opposite City Courts,
Karachi.
St. No.
DATE
ISSUED TO WITH ADDRESS: **MUHAMMAD YAQOUB**
THROUGH WITH ADDRESS: **Advocate I. No. 1459**

RUPEES ONE THOUS

PURPOSE:
VALUE RS
ATTACHED

STAMP VENDOR'S SIGNATURE
(NOT FOR FREE WILL & DIVORCE PURPOSE) CONTRACT AGREEMENT
Vendor Not Responsible For Fake Documents

This contract agreement is being executed w.e.f 01-04-2021
Transit Authority (SMTA), Government of Sindh under the World Bank - Technical Assistance
(hereinafter called the "Client") and, therefore, SMTA act as the party of the First Part.

AND

Mr. Zafar Iqbal, hereinafter referred as the 'Individual Specialist' Procurement and Contract Management Specialist (the PCMS), Karachi Mobility Project, Yellow Line BRTS (The Project) Sindh Mass Transit Authority (SMTA), Government of Sindh for rendering services as per following Terms of References and Terms & Conditions (Article 01 to 04) to be adhered strictly during the term of the consultancy.

TERMS OF REFERENCES:

Key Responsibilities:

- The responsibilities of this assignment are to develop and maintain effective Procurement Management System for Yellow Line BRT Corridor. He shall lead the procurement and contract management activities with the responsibility for ensuring compliance with the World Bank Procurement Regulations.

- PCMS shall be responsible for providing commercial and contractual advice and coordination of technical matters for all the project contracts. The PCMS shall be responsible for overall coordination of the identified procurements, suggesting best strategy for the new activities based on six monthly review of the project progress, and update of the Project Procurement Strategy Document (PPSD). The PCMS would assist the Project Management Team (PMT), Yellow Corridor in developing the Procurement Documents (EOIs, RFBs, RFPs, etc.) for various contracts, and review the bidding documents provided by the consulting firms, and support the evaluations, award and contract implementation.

- A consulting firm shall be hired for detailed design and supervision of works contracts including providing procurement support (preparation of bidding documents) and shall also support SMTA during the bids/proposal evaluation process. The PCMS shall also work very closely with this consulting firm during the assignment period.

KEY TASKS:

The PCMS shall lead the Procurement team of PMT at SMTA in setting up a procurement plan and systems for the Project. The PCMS shall provide "learning by doing" mode training particularly to procurement staff of SMTA. The PCMS shall also provide guidance to the PMT on all procurement and contract management related activities regarding the Project.

The PCMS shall be responsible for the project on the aspects but not limiting to the following which are directly related to procurement and contract management of Yellow Corridor BRT System:

- Work under the guidance of the Project Director (PD) in implementing all aspects of procurement under the Project.
- Design, establish and supervise the procurement management system.
- Strengthen the procurement and contract management performance of the SMTA in the preparation of the procurement documents and contracts regarding the Project.
- Update procurement plan every six months, for activities, estimated costs, and time line and procurement methods.
- Update the Procurement Plans as and when an action is completed through STEP (systematic tracking of exchanges in procurement) which is a web-based procurement planning and monitoring system.
- Prepare or review contracts, specifications, and solicitation documents as per the requirements raised regarding the Project.
- Review and update of PPSP as and when required.
- Take lead in preparing contract management plans of all the contracts regarding the Project.
- Advise the PD on various contractual matters.
- Oversee the contractual correspondences of the PMT.
- Guide the PMT so that actions are made in compliance with the relevant contract agreements, stipulations, documents and international standards, on timely manner.
- Ensure procurement and contract management processes are carried out in compliance with the Financing Agreement, Project Agreement and the applicable World Bank Procurement Regulations.
- Coordinate with PMT in preparing an overall project management plan and its constant update.
- Over see the contractual clauses in the various bidding documents, following the applicable Bank Regulations.
- Participate in bid/proposal opening and evaluation process.
- Advise PMT with reference to project and contract management in developing various documents.
- Take leading role in preparing procurement documents.
- Take leading role in processing the procurement steps (short listing, evaluation for various consultancy assignments, evaluation of bids/proposals etc.).
- Review and advice on the various procurement documents prepared by the consultants.
- Participate in pre-proposal conferences, pre-bid conferences, bid/proposal openings, evaluations, negotiations and contract award and recording/dissemination of minutes etc.
- To maximize efficiency of procurement cycle by providing strategic and expert advice and implement necessary controls ensuring transparency, cost effectiveness and soundness of all procurements to be carried out under the project.

- Assist various audit/ex-post review outfits in performance of their tasks by ensuring that procurement documents are efficiently filed and provided with complete track of procurement cycle.
- Support the development of overall project management plan for the Yellow BRT Corridor.
- Develop contract management SOPs for the various works, goods and consultancy contracts regarding the Project.
- Develop contract management plan for each contract with roles and responsibilities, contract management sheets, risks and milestones etc.
- Raise red flags to the PD and the PMT whenever contractual delays are observed and suggest solutions accordingly.
- Review contractors' work plans and the resource (staff, labor, machinery/equipment, material etc.) deployment plans and comment on its work ability.
- Facilitate discussions between PMT, consultant/s and contractors with a view to achieve closure on divergent interpretation of contractual clauses.
- Act as a focal person on behalf of PMT for contract administration issues that may accrue liabilities for the Project.
- Monitor progress of contracts implementation to ensure that it abided by the stipulated standards, procedures and planned timetable.
- Support preparation of end of proceedings report for PMT after every claim. Such report(s) shall be drafted professionally and would facilitate any auditor other reviews.
- Any other relevant task assigned by the Project Director.

TERMS & CONDITIONS:

WHEREAS the Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to execute the agreement with above named individual under World Bank Technical operated through Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh, in accordance with the Legal & Financing Agreement with World Bank and their stated guidelines.

Article #01: Engagement of Services:

Clause # I: Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to engage the services of Mr. Zafar Iqbal as Procurement and Contract Management Specialist and he has accepted the offer.

Clause #II: The individual Specialist would be placed at the disposal of Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh.

Clause # III: That above named individual Specialist shall perform his duties assigned to him by the Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) from time to time.

Clause # IV: This contractual offer/agreement is purely a consultancy contract on World Bank TA under the approved WB legal and financing agreement clauses with Government of Pakistan. The Specialist is not entitled to any Government benefits like pension, etc at any stage of this contract and even after the expiry of the contract. This consultancy cannot be converted/termed/used for any purpose of regularization on contractual or permanent basis or any kind of government service/employment.

Article #02: Commencement of Engagement & Duration:

Clause # I: The term of engagement will commence from 01-04-2021
 The term of this contract agreement is for a period up to _____ only (Extendable on mutual and agreed term and conditions as contained in Article 03, Clause II). No intimation is binding upon Karachi Mobility Project, (Yellow Line BRTS) to inform Specialist about the completion of this contract term, in advance.

Clause # II: In case Specialist is interested to offer his services beyond the completion of instant contract term, he may put a request in writing at least 45 days but not less than 35 days, prior to the completion of his contract term. It is the prerogative of Karachi Mobility Project, (Yellow Line BRTS) PMT to either consider or reject such request without giving any reason thereof. Even in case, any consideration on extension request, if made, it is also subject to annual review assessments, approvals, NOL and availability of TA funds.

Article #03: Remuneration, Annual Performance Review, TADA, Leave, Taxation & Stamp Duty:

Clause #I: **Remuneration:**

- a) A fix monthly package of Rs. 300,000/- (Three Hundred Thousand Rupees) lump sum inclusive of all taxes. Incentives including provision of official laptop (subject to need and availability) and Internet facility within the office premises will be provided throughout the agreement period.
- b) The Specialist will be responsible to maintain internet facility outside the office premises by himself, as he is required to attend urgent official assignments in a timely manner. In case official laptop is not provided (due to any reason), the Specialist will himself arrange and bear its maintenance & depreciation cost.
- c) Effective completion of task(s) from any location outside office even on leave/public holiday(s) shall also be one of factors in determining the efficiency and responsiveness of individual Specialist during annual review assessment.

Clause # II: **Annual performance award and/or annual increment:** Will be subject to satisfactory annual review assessment based on successful deliveries of TORs and Quantifiable deliverables during the contract term and subject to contract extension beyond one year period. The assessment will be conducted by the reporting officer & subsequent authority as well. However, final approvals, NOL and availability of TA Funds are mandatory.

Clause #III: **TADA:** - No other facility and claim thereof will be entertained excluding TADA for movement on activities/assignments only outside the Karachi station (claim would be equivalent to basic scale 18). But this scale is only mentioned herein for the purpose of calculation of amount and cannot be treated/used in any other references).

Clause IV: **Leave & Attendance:** The individual Specialist may avail of max. 02 days casual leave (not as an entitlement) each month subject to prior approval of the reporting officer. Leave without prior permission will be considered violation of the contract. Leave and Attendance guidelines as per the standards applicable in government business, are applicable to the Specialist during the course of this engagement, along with any amendment made thereof. The track record of leave and attendance shall also be one of the factors under annual assessment review.

Clause V: **Taxation:** The individual Specialist shall be responsible to pay taxes, duties, fees and other impositions as and when levied on his income, falling under this contract, under the laws of Islamic Republic of Pakistan (deductible at source). If any change in taxation policy is announced during the tenure of this contract then the same will be applicable from its effective date. No alteration / revision shall be made in the gross monthly remuneration amount during the contract period on account of change in taxation policy.

Clause VI: **Stamp Duty:** The individual Specialist shall himself arrange the stamp duty papers to the amount equal to applicable government rate, on which this contract will be signed. The amount of duty shall be the total value of the contract i.e. monthly remuneration x duration of instant contract agreement.

Article #04: Terminations:

Clause # I: The contract agreement may be terminated without giving any reasons through a written notice of one month by either party, in case of short notice period, one month remuneration will be forfeited.

Clause # II: If an individual Specialist remains unauthorized absent from duty and fails to intimate/ inform his reporting officer for more than 5 days his contract agreement may be terminated immediately.

Clause # III: Regular non performing individual Specialist in respect to his assigned TORs and Quantified Deliverables is liable to contract termination on immediate effect. And if an individual Specialist commits a misconduct and with impartial enquiry is found guilty, his contract can be terminated with immediate effect or his term of contract agreement can be reduced from 01 to 03 months depending upon severity of the misconduct.

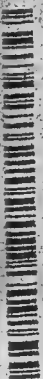
Clause # IV: During the Terms of Engagement, individual Specialist shall devote required time and attention to the performance of the services and shall at all-time act with diligence and efficiency as and when required. He shall hand over all reports, Drawings, CDs, USBs, email messages or what-ever soft and hard material. Individual shall also return (if any) vehicle, equipment and any given items to Karachi Mobility Project, (Yellow Line BRTS) PMT, upon termination or resignation or expiry of the contract. The clearance and experience certificate will only be issued upon receiving of all issued items in satisfactory condition. Payment of last monthly remuneration (either at termination, resignation, expiry- in case Specialist does not want to continue his services beyond stated term of contract or non-extension of the contract agreement) is subject to the issuance of clearance certificate from the reporting officer, and sections respectively.

Clause # V: Individual Specialist will not at any time of the contract term, make official decisions, on behalf of Sindh Mass Transit Authority (SMTA), Government of Sindh unless authorized by the reporting officer/competent authorities.

Clause # VI: The individual Specialist undertakes that no relative under category I and II of W.B staff manual is working or attached with this World Bank program. Specialist also undertakes that in case any such information is found during the contract term, it will be terminated immediately.

Contents of following mentioned clauses are applicable during and even after the completion of the contract term. Any breach/violations made/occurred, will lead to termination of contract with immediate effect and Sindh Mass Transit Authority (SMTA) also reserves the right to initiate legal action against the individual Specialist in accordance with law.

404800



6



STAMP OFFICE CITY COURTHOUSE KARACHI

(RUPEES FIVE THOUSAND ONLY)

Issued to: M. A. Chaudhry
CNIC/REG. NO. 441820716
Voter No. 18 MAR 2007 01.10.03-21
On behalf of Chaudhry M. A.
Clause # VIII The individual Specialist acknowledges that all information Karachi Mobility
for the purpose of Project, Yellow Line BRTS including this project is proprietary and shall not be
shared/hoisted at any medium, without prior consent of the reporting officer as
well as competent authority, with any individual or an entity outside the Transport
and Mass Transit Department. And the individual shall also refrain from
discussing/misleading himself at any medium, with any such
information/material, which was being collected/visited on official capacity but
sharing/projecting it for oneself publicity, as if it was carried out in his private
capacity.

Clause #VIII: The individual Specialist refrain from tempering and manipulating of official record/ data for utilizing it at different forums.

Clause# IX: The individual specialist refrain from leaking official and confidential information to any party/ individual outside Sindh Mass Transit Authority (SMTA).

Clause# X: Individual Specialist refrain from making any public comments against project (s), officers/officials/Specialists of Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) and all the donor/development agencies.

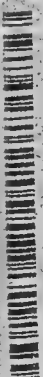
Clause # XI: The individual Specialist refrain from using his institutional memory against the interest of Government of Sindh, Transport and Mass Transit Department, Karachi Mobility Project, (Yellow Line BRTS) PMT and all the development partners, during and even after the completion of the contract term.

Clause #XII: The individual Specialist is bound to refrain from indulging himself in any kind of political or religious activity including support and contributions of funds during performing of official duties.

Clause #XIII: This assignment is purely contract based and in no way individual specialist shall claim for any benefit other than provided in the contract.

33

404794



7

31



5000
Rupees

5000
Rupees

I AM THE WITNESS WHEREBY BOTH PARTIES agree to the terms of conditions and this agreement and by
issuing this receipt, the contractor is holding the project.

(RUPEES FIVE THOUSAND ONLY)

CNIC/REG NO. He 19305101

Yr. RAN 001 / 7 Dt. 10-03-21

QADRI Karachi No. 333 Dt. 10-03-21

for the project of STR

Entry No. 19 Dt. 10-03-21

SIGNED BY:

[Signature] 01-08-2021

Full Name and CNIC NO: AFER YAKUL

(CNIC # 412501-6687396-9)

Contact: 03333586056

Residential Address: HOUSE # C-42, GUSHAN-E-MADINEED PLOT 2
BIN QASIM TOWN, KARACHI # 49.

SIGNED BY:

[Signature]

Mr. Imran Bhatti, Project Director, Karachi Mobility Project, Yellow Line BRTS, Sindh Mass
Transit Authority (SMTA), House No.D-43/1, Shahrah-e-Ghalib, Block-2, Clifton, (near Bilawal
Chorangi), Karachi, Pakistan.

WITNESS# 1: Signature with Name, Designation & CNIC No.

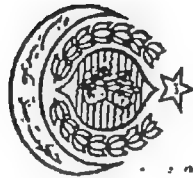
Muhammad Yousaf Munir [Signature]

DIRECTOR INFRASTRUCTURE / PROJECTS, SMTA

WITNESS# 2: Signature with Name, Designation & CNIC No.

Muhammad Munir (PMS) [Signature]

Assistant Director (Business Development)



No. SMTA/BANK-ACC/2021/L-129
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24th March, 2021

To,

The Branch Manager,
Sindh Bank,
Kekhashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify Mrs. Huma Ashar w/o Ashar Bilal has been working as Gender Specialist at Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open her Bank Account for to transfer salary of the said employee.

BABAR ALI KHAN
Administrative & HR Officer

A copy is forwarded for information and necessary action to:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. Director (Finance & Accounts), SMTA, Karachi
3. PS to the Managing Director, SMTA, Karachi
4. Master File

Syed Yazim Ali Shah
Director (Administration & HR), DDO
Sindh Mass Transit Authority (SMTA)
Transport & Mass Transit Department
Government of Sindh



**GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT
DEPARTMENT**

Karachi Dated the 11th March, 2021
SAY NO TO CORRUPTION

ORDER

NO.SMTA/ORDER/2021/L-172/-:-In pursuance of Offer Letter No. PD/YLC/SMTA/2021/03/103 dated 08-03-2021, **Ms. Huma Ashar** is hereby joined against the post of **Gender Specialist** in Karachi Mobility Project, Sindh Mass Transit Authority on contract basis for the period of One (01) year (Extendable) w.e.f. 10-03-2021 till date 09-03-2022 with lump sum monthly remuneration amounting to Rs.250,000/-.

2. Terms and conditions will be followed



**IQTIDAR AHMED
MANAGING DIRECTOR**

NO.SMTA/ORDER/2021/L-172

Karachi Dated the 11th March, 2021

A copy is forwarded for information to:-

1. The Accountant General, Sindh, Karachi.
2. Managing Director, SMTA, TMTD, GoS, Karachi.
3. Project Director, KMP, Yellow Line BRTs, GoS, Karachi
4. PS to Secretary, Transport & Mass Transit Department, Government of Sindh.
5. Officer concerned.
6. Master File.

**(SYED YAZIM ALI SHAH)
DIRECTOR (ADMIN & HR)**



No. SMTA/BANK-ACC/2021/1111
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24th March, 2021

To,

The Branch Manager,
Sindh Bank,
Kehkashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

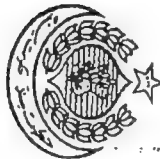
This is to certify **Mrs. Huma Ashar w/o Ashar Bilal** has been working as **Gender Specialist** at Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open her Bank Account for to transfer salary of the said employee.

BABAR ALI KHAN
Administrative & HR Officer

A copy is forwarded for information and necessary action to:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS. ✓
2. Director (Finance & Accounts), SMTA, Karachi
3. PS to the Managing Director, SMTA, Karachi
4. Master File

24-03-2021



No. SMTA/ML-KMP/2021/L-12
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24th March, 2021

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "GENDER SPECIALIST" ON CONTRACT BASIS IN KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY, TRANSPORT & MASS TRANSIT DEPARTMENT, GOS

I am directed to refer to the subject noted above and to state that Mrs. Huma Ashar w/o Ashar Bilal has been appointed as a "Gender Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No. PD/YLC/SMTA/2021/03/103 dated 8th March 2021 on contract basis (copy enclosed).

2. It is, therefore, requested that she may be medically examined and issue medical fitness report.

BABAR ALI KHAN
Administrative & HR Officer

A copy is forwarded for information:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS. ✓
2. PS to the Managing Director, SMTA, Karachi
3. Office Notification File.

24-03-2021



No. SMTA/BANK-ACC/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24th March, 2021

To,

The Branch Manager,
Sindh Bank,
Kehkashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify Mrs. Huma Ashar w/o Ashar Bilal has been working as Gender Specialist at Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open her Bank Account for to transfer salary of the said employee.

BABAR ALI KHAN
Administrative & HR Officer

A copy is forwarded for information and necessary action to:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. Director (Finance & Accounts), SMTA, Karachi
3. PS to the Managing Director, SMTA, Karachi
4. Master File



NO.S.MTA/BAWU-ACC/2021

SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 17th March, 2021

To,

The Branch Manager,
Sindh Bank,
Kekhashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify **Mrs. Huma Ashar w/o Ashar Bilal** has been working as **Gender Specialist** at Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open her Bank Account for to transfer salary of the said employee.

**DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information and necessary action to:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. Director (Finance & Accounts), SMTA, Karachi
3. PS to the Managing Director, SMTA, Karachi
4. Master File



No. SMTA/ML-KMP/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 24th March, 2021

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "GENDER SPECIALIST" ON CONTRACT BASIS IN KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY, TRANSPORT & MASS TRANSIT DEPARTMENT, GOS.

I am directed to refer to the subject noted above and to state that Mrs. Humna Ashar w/o Ashar Bilal has been appointed as a "Gender Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No. PD/YLC/SMTA/2021/03/103 dated 8th March 2021 on contract basis (copy enclosed).

2. It is, therefore, requested that she may be medically examined and issue medical fitness report.

BABAR ALI KHAN
Administrative & HR Officer

A copy is forwarded for information:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. PS to the Managing Director, SMTA, Karachi
3. Office Notification File.



No. SMTA/ML-KMP/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 17th March, 2021

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "GENDER SPECIALIST" ON CONTRACT BASIS IN KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY, TRANSPORT & MASS TRANSIT DEPARTMENT, GOS

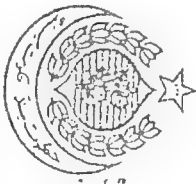
I am directed to refer to the subject noted above and to state that Mrs. Huma Ashar w/o Ashar Bilal has been appointed as a "Gender Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No. PD/YLC/SMTA/2021/03/103 dated 8th March 2021 on contract basis (copy enclosed).

2. It is, therefore, requested that she may be medically examined and issue medical fitness report.

DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. PS to the Managing Director, SMTA, Karachi
3. Office Notification File.



17
GOVERNMENT OF SINDH
Karachi Mobility Project
(YELLOW LINE BRTS)
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

No. PD/YLC/SMTA/2021/63/163

Karachi Dated: March 8th, 2021

To.

Huma Ashar w/o Ashar Bilal,
House No.N-542, Block 12, Gulistan-e-Johar (Behind Combined CNG Station),
Karachi.

**SUBJECT: OFFER OF APPOINTMENT AS "GENDER SPECIALIST" IN KARACHI
MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY (SMTA).**

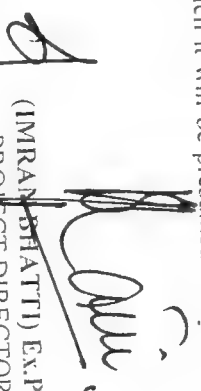
With the approval of Competent Authority, you are hereby offered the role of "Gender Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA) on contract basis for the period of One (01) year (Extendable) with monthly remuneration amounting to Rs. 250,000 (Two Hundred Fifty Thousand Rupees) lump sum on the following terms and conditions:-

- i. You will undergo a medical examination (contract basis) and your contract appointment will be subject to the condition that you are declared medically fit by the competent medical authority.
- ii. You will be on Probation for a period of three (03) months with effect from the date of joining, during which your performance will be monitored and evaluated.
- iii. Your services will be purely on contract basis. You will not be entitled to any government benefits like pension, golden handshake, etc.
- iv. Your conduct amounting to malfeasance, misfeasance and nonfeasance shall make your contract liable to termination. Specifically, your performance lapses during the course of contract period, breach of terms and conditions of this contract and general policies and regulations and/or misconduct will render your contract liable to termination, forthwith, without resort to any formal proceedings.
- v. In case of your tendering resignation, you will not leave the charge of your post unless and until your resignation is formally accepted.
- vi. This letter of appointment will accompany, and form part of a set of documents regarding *inter alia*, contract agreement together with the terms and conditions of your employment and the Project's policy on various matters; which policies may, from time to time, be altered or amended by the SMTA at its discretion.

- vii. In case you are interested to offer your services beyond the completion of instant contract term, you may put a request in writing at least 45 days prior to completion of contract term.
- viii. Failing to join or expressing your interest, the role would be offered to the next evaluated candidate.

2. If you accept the offer on the terms and conditions specified in the contract agreement, you should report for duty to Project Director, Yellow Line BRTS (Karachi Mobility Project) within seven (07) days of the issuance of this offer letter. Failing, which it will be presumed that you are not willing to accept it which will be cancelled without any notice.




(IMRAN SHATTI) Ex.PCS
PROJECT DIRECTOR
Karachi Mobility Project
YELLOW LINE BRTS

A copy is forwarded for information to:

1. The Secretary, Transport & Mass Transit Department, GoS, Karachi
2. The Managing Director, Sindh Mass Transit Authority, GoS, Karachi
3. Master File.

To,

Wednesday, March 10, 2021

The Project Director,
Yellow Line BRTS,
Sindh Mass Transit Authority,
Government of Sindh.
Karachi.


Sub: ACCEPTANCE OF OFFER ORDER.

Dear Sir,

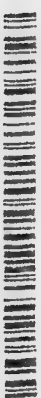
In reference to your offer letter No. PD/YLC/SMTA/2021/63/103 for the position of Gender Specialist in your esteemed organization. I am immensely pleased to accept the offer and acknowledge the same. I sincerely thank you for believing in me and offering this position. I will be submitting all required document on my joining date.

Kind Regards


Humna Ashar


10/03/2021
AD (BD)

424307



11



SINDH UTILITY COURT, KARACHI

Issued to Ms. Humna Ashar
CRAEG No. 15926
Vide DS Reg. No. 8-03-37
On date of Creation No. 46 or 8-3-37
for the purpose of S.P.
Entry No. 3 or 8-3-37

RUPEES FIVE THOUSAND ONLY

CONTRACT AGREEMENT

This contract agreement is being executed w.e.f. 10-03-2021

-----, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh under the World Bank - Technical Assistance (hereinafter called the "Client") and, therefore, SMTA act as the party of the First Part.

AND

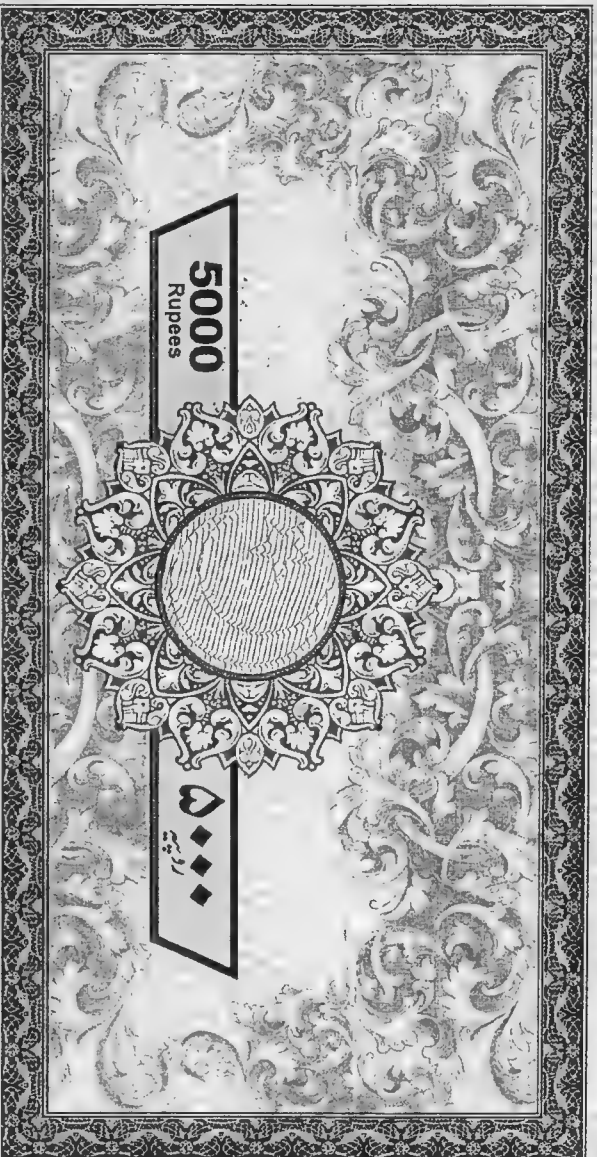
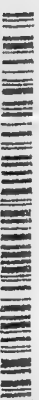
Ms. Humna Ashar, hereinafter referred as the 'Individual Specialist' Gender Specialist, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh for rendering services as per following Terms of References and Terms & Conditions (Article 01 to 04) to be adhered strictly during the term of the consultancy.

TERMS OF REFERENCES:

A-Key Responsibilities

Under the guidance and direct supervision of the Project Director, the Gender Specialist will advise Project Management Team on gender policies and trends and relevant linkages to the mobility projects. The Gender Specialist provides analysis for formulation of strategies and briefings to PMT. The Gender Specialist advocates for and represents KMP in her area of expertise as requested by her supervisor. The major area of responsibility for the Gender Specialist includes:

- Develop, Coordinate and support the Sindh Mass Transit Authority team in establishing and implementing gender-sensitive monitoring, evaluation, learning and reporting systems. Work closely with the stakeholders to develop the data collection and analysis tools for the baseline assessment to guarantee gender and social inclusion considerations.
- Prepare draft Gender Action Plan (GAP) for the yellow line project implementation and SMTA institutional strengthening with timelines and milestones.
- Facilitate to implement the action plans and undertake capacity strengthening activities on gender for SMTA in line with Gender Action Plan (GAP).



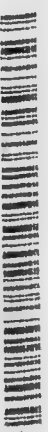
STAMP OFFICE CITY LUUKI, KARACHI

Issued to Mr. A. A. Khan 18/11/16
 ON/REG No. 2 Dr. 8-3-21
 VIDE DSR No. 44 Dr. 8-3-21
 On behalf of Dr. S. D.
 for the purpose of 3 Dr. 8-3-21
 Entry No. 3 Dr. 8-3-21

RUPEES FIVE THOUSAND ONLY

- Support the ~~organization~~ of yearly rapid ridership survey, which provides gender disaggregated data (as per provision in the KP Urban Mass Transit Act 2016).
- Support the organization of benchmark and post implementation satisfaction surveys with male and female passengers, including the elderly, people with disability, and minorities such as transgender. Compare surveys and identify successes and problems (as per provision in the KP Urban Mass Transit Act 2016).
- Conduct impact study of the use of the BRT for women, people with disabilities, elderly and other vulnerable and minority groups (as per provision in the KP Urban Mass Transit Act 2016).
- Conduct training for GAP implementation and gender policy for PMT staff and other stakeholders.
- Support the implementation of gender responsive recruitment strategies to hire women staff for Sindh Mass Transit Authority, including new graduates, and people from vulnerable and minority groups including transgenders.
- Design and implement a special initiative to recruit and provide training to women as drivers and bus conductors to have the skills to operate BRT buses. Repeat special initiative each year to reach target.
- Conduct public campaigns on the quality and safety of the BRT system, encouraging the public, especially women, to use it in close coordination with Communication Specialist.
- Conduct public campaign to raise awareness about safety and security, gender-based violence, including all forms of harassment against women, elderly, children, persons with disability, and minorities such as transgender and people of other ethnic or religious backgrounds. Coordinate with local NGOs with similar concerns and outreach activities.
- Coordinate with Public (including Women Development Department and Sindh Commission on the Status of Women) and Private Sector entities to support women's access to economic opportunities especially through yellow line project. Explore options of identifying women owned enterprises through partners' support and encouraging them to start/extend their businesses across different Corridors in Karachi including yellow Corridor project.
- Conduct Gender (including gender-based violence) trainings and follow up sessions for bus drivers and conductors operating on different BRT routes especially Yellow Line.

D539290



10



MUHAMMAD SHOAB STAMP VENDOR

LICENCE NO 119, SHOP NO 64
WAZIR HUSAIN LANS KAHN HOUSE, KARACHI 08 MAR 2021

SR No 00000000000000000000

ISSUED TO WITH ADDRESS ON

PRODUCED WITH NOORISSYR

PURPOSE

VALUE Rs

STAMP-ENDOR SIGNATURE

Do Not Use Divulge and Free with Purpose and Value

Will not responsible for any illegal Fake Abuse

M. AMJAD CHOHAN
Advocate

ATTACHED
Ledger # 8079-HC

- Train staff with direct passenger interaction (e.g. station staff, ticket staff, bus drivers, guards) on passenger management on stations and buses, priority passengers and the timely and proper handling of sexual harassment and other crimes that threaten women passengers' security.
- Support the development of campaign messages on sexual harassment on transport, facilitate in designing messages to be displayed in buses and bus stops on BRT routes especially on yellow Line Corridor.
- Support and guide the GBV service provider in establishing a GBV grievance redressal mechanism and promote grievance/complaints and compliments procedures as part of customer service to deal confidentially with GBV complaints including harassment from women and girls, boys, minorities etc.
- Participate in regular meetings organized by GBV Service Provider.
- Establish system of recording instances of harassment of any passenger/or any other GBV incident on yellow corridor, whether reported, observed or directly experienced, and its location & actions taken against offenders/how it was resolved.
- Any other task relevant to the position and as per requirement.

DEMONSTRATION OF CORE COMPETENCIES:

- Promotes sharing of knowledge and experience, and actively works towards continued personal learning and development.
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
- Good practical knowledge of inter-disciplinary development issues.
- Ability to go beyond established procedures and models, propose new approaches which expand the range of projects.
- Builds strong relationships with all stakeholders, focuses on impact and results and responds positively to critical feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure.
- Proven networking, team building, organizational and communication skills.
- Ability to work in a multi-cultural team environment with a positive attitude.

TERMS & CONDITIONS:

WHEREAS the Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to execute the agreement with above named individual under World Bank Technical operated through Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh, in accordance with the Legal & Financing Agreement with World Bank and their stated guidelines.

Article #01: Engagement of Services:

Clause # I: Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh has agreed to engage the services of **Ms. Humna Ashar** as Gender Specialist and she has accepted the offer.

Clause #II: The individual Specialist would be placed at the disposal of Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA), Government of Sindh.

Clause # III: That above named individual Specialist shall perform her duties assigned to her by the Project Director, Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) (hereinafter called the "Duty Station") from time to time.

Clause # IV: This contractual offer/agreement is purely a consultancy contract on World Bank TA under the approved WB legal and financing agreement clauses with Government of Pakistan. The Specialist is not entitled to any Government benefits like pension, etc at any stage of this contract and even after the expiry of the contract. This consultancy cannot be converted/termed/used for any purpose of regularization on contractual or permanent basis or any kind of government service/ employment.

Article #02: Commencement of Engagement & Duration:

Clause # I: The term of engagement will commence from -----
----- only (Extendable on mutual and agreed term up to ----- period up to ----- only (Extendable on mutual and agreed term and conditions as contained in Article 03, Clause II) . No intimation is binding upon Karachi Mobility Project, (Yellow Line BRTS) to inform Specialist about the completion of this contract term, in advance.

Clause # II: In case Specialist is interested to offer her services beyond the completion of instant contract term, she may put a request in writing at least 45 days but not less than 35 days, prior to the completion of her contract term. It is the prerogative of Karachi Mobility Project, (Yellow Line BRTS) PMT to either consider or reject such request without giving any reason thereof. Even in case, any consideration on extension request, if made, it is also subject to annual review assessments, approvals, NOL and availability of TA funds.

Article #03: Remuneration, Annual Performance Review, TA/DA, Leave, Taxation & Stamp Duty:

Clause #I: Remuneration:

- a) A fix monthly package of Rs. 250,000/- (Two Hundred Fifty Thousand Rupees) lump sum inclusive of all taxes. Incentives including provision of official laptop (subject to need and availability) and Internet facility within the office premises will be provided throughout the agreement period.
- b) The Specialist will be responsible to maintain internet facility outside the office premises by herself, as she is required to attend urgent official

assignments in a timely manner. In case official laptop is not provided (due to any reason), the Specialist will herself arrange and bear its maintenance & depreciation cost.

c) Effective completion of task(s) from any location outside office even on leave/public holiday(s) shall also be one of factors in determining the efficiency and responsiveness of individual Specialist during annual review assessment.

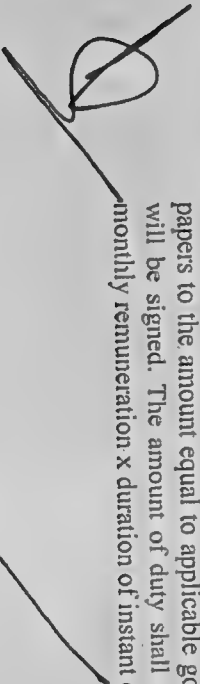
Clause # II: **Annual performance award and/or annual increment:** Will be subject to satisfactory annual review assessment based on successful deliveries of TORs and Quantifiable deliverables during the contract term and subject to contract extension beyond one year period. The assessment will be conducted by the reporting officer & subsequent authority as well. However, final approvals, NOL and availability of TA Funds are mandatory.

Clause #III: **TA/DA:** - No other facility and claim thereof will be entertained excluding TA/DA for movement on activities/assignments only outside the Karachi station (claim would be equivalent to basic scale 18). But this scale is only mentioned herein for the purpose of calculation of amount and cannot be treated/used in any other references).

Clause IV: **Leave & Attendance:** The individual Specialist may avail of max. 02 days casual leave (not as an entitlement) each month subject to prior approval of the reporting officer. Leave without prior permission will be considered violation of the contract. Leave and Attendance guidelines as per the standards applicable in government business, are applicable to the Specialist during the course of this engagement, along with any amendment made thereof. The track record of leave and attendance shall also be one of the factors under annual assessment review.

Clause V: **Taxation:** The individual Specialist shall be responsible to pay taxes, duties, fees and other impositions as and when levied on her income, falling under this contract, under the laws of Islamic Republic of Pakistan (deductible at source). If any change in taxation policy is announced during the tenure of this contract then the same will be applicable from its effective date. No alteration / revision shall be made in the gross monthly remuneration amount during the contract period on account of change in taxation policy.

Clause VI: **Stamp Duty:** The individual Specialist shall herself arrange the stamp duty papers to the amount equal to applicable government rate, on which this contract will be signed. The amount of duty shall be the total value of the contract i.e. monthly remuneration x duration of instant contract agreement.



Article #04: Termination:

Clause # I: The contract agreement may be terminated without giving any reasons through a written notice of one month by either party; in case of short notice period, one month remuneration will be forfeited.

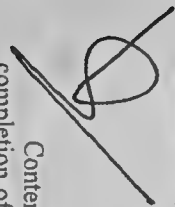
Clause # II: If an individual Specialist remains absent from duty and fails to intimate/ inform her reporting officer for more than 5 days her contract agreement may be terminated immediately.

Clause # III: Regular non performing individual Specialist in respect to her assigned TORs and Quantified Deliverables is liable to contract termination with immediate effect. And if an individual Specialist commits a misconduct and with impartial enquiry is found guilty, her contract can be terminated with immediate effect or her term of contract agreement can be reduced from 01 to 03 months depending upon severity of the misconduct.

Clause # IV: During the Terms of Engagement, individual Specialist shall devote required time and attention to the performance of the services and shall at all-time act with diligence and efficiency as and when required. She shall hand over all reports, Drawings, CDs, USBs, email messages or what-ever soft and hard material available with her. Individual shall also return (if any) vehicle, equipment and any given items to Karachi Mobility Project, (Yellow Line BRTS) PMT, upon termination or resignation or expiry of the contract. The clearance and experience certificate will only be issued upon receiving of all issued items in satisfactory condition. Payment of last monthly remuneration (either at termination, resignation, expiry- in case Specialist does not want to continue her services beyond stated term of contract or non-extension of the contract agreement) is subject to the issuance of clearance certificate from the reporting officer, and sections respectively.

Clause # V: Individual Specialist will not at any time of the contract term, make official decisions, on behalf of Sindh Mass Transit Authority (SMTA). Government of Sindh unless authorized by the reporting officer/competent authorities.

Clause # VI: The individual Specialist undertakes that no relative under category I and II of W.B staff manual is working or attached with this World Bank program. Specialist also undertakes that in case any such information is found during the contract term, it will be terminated immediately.

 Contents of following mentioned clauses are applicable during and even after the completion of the contract term. Any breach/violations made/occurred, will lead to termination of contract with immediate effect and Sindh Mass Transit Authority (SMTA) also reserves the right to initiate legal action against the individual Specialist in accordance with law/rules/regulations.

Clause #VII: The individual Specialist acknowledges that all information in respect of Karachi Mobility Project, Yellow Line BRTS including this project is proprietary and shall not be shared/ hoisted at any medium, without prior consent of the reporting officer as well as competent authority, with any individual or an entity outside the Transport and Mass Transit Department. And the individual shall also refrain from showcasing /highlighting herself at any medium, with any such information/material, which was being collected/visited on official capacity but sharing/projecting it for oneself publicity, as if it was carried out in her private capacity.

Clause #VIII: The individual Specialist refrain from tempering and manipulating of official record/ data for utilizing it at different forums.

Clause# IX: The individual specialist refrain from leaking official and confidential information to any party/ individual outside Sindh Mass Transit Authority (SMTA).

Clause# X: Individual Specialist refrain from making any public comments against project (s), officers/officials/Specialists of Karachi Mobility Project, (Yellow Line BRTS), Sindh Mass Transit Authority (SMTA) and all the donor/development agencies.

Clause # XI: The individual Specialist refrain from using her institutional memory against the interest of Government of Sindh, Transport and Mass Transit Department, Karachi Mobility Project, (Yellow Line BRTS) PMT and all the development partners, during and even after the completion of the contract term.

Clause #XII: The individual Specialist is bound to refrain from indulging herself in any kind of political or religious activity including support and contributions of funds during performing of official duties.

Clause #XIII: This assignment is purely contract based and in no way individual specialist shall claim for any benefit other than provided in the contract.

IN WITNESS HEREOF, both parties agree to the terms and conditions of this agreement and by signing this it becomes a binding contract.

Karachi, 10th March, 2021.

Dated: 10th March, 2021.

SIGNED BY: 

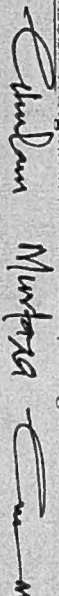

Full Name: Ms. Huma Ashar
(CNIC # 42201-1569140-4)

SIGNED BY: 

IMRAN BHATTI
PROJECT DIRECTOR
YELLOW LINE BRTS
SINDH MASS TRANSIT AUTHORITY
GOVT OF SINDH


Mr. Imran Bhatti, Project Director, Karachi Mobility Project, Yellow Line BRTS, Sindh Mass Transit Authority (SMTA), House No.D-43/1, Shahrah-e-Ghalib, Block-2, Clifton, (near Bliawal Chorangi), Karachi, Pakistan.

WITNESS# 1: Signature with Name, Designation & CNIC No.

 Chaudhry Nurjahan - 

10-05-2021 Assistant Director (Business Development)
(45301-362894-7)

WITNESS# 2: Signature with Name, Designation & CNIC No.

 RAFAAY ALI LOHAN

Director (Finance & Accounts) SMTA
(43301-362894-7)

3



5

To,

March 11, 2021

The Project Director,
Yellow Line BRTS,
Sindh Mass Transit Authority,
Government of Sindh,
Karachi.

Subject: JOINING REPORT FOR THE POST OF GENDER SPECIALIST.

Dear Sir,

In reference to your offer letter No. PD/YLC/SMTA/2021/63/103 dated March 8, 2021, I the undersigned, do hereby submit my joining report with immediate effect as Gender Specialist in Sindh Mass Transit Authority (SMTA) with effect from Thursday, March 11, 2021.

Therefore, kindly consider my joining w.e.f March 11, 2021.

Best Regards

Huma Ashar

Gender Specialist

Sindh Mass Transit Authority

CNIC No. 42201-1569140-4



No. SMTA/ML-KMP/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 17th March, 2021

To,

The Medical Superintendent,
Services Hospital,
Karachi.

SUBJECT: OFFER OF APPOINTMENT AS "GENDER SPECIALIST" ON CONTRACT BASIS IN KARACHI MOBILITY PROJECT, SINDH MASS TRANSIT AUTHORITY, TRANSPORT & MASS TRANSIT DEPARTMENT, GOS.

- I am directed to refer to the subject noted above and to state that Mrs. Humna Ashar w/o Ashar Bilal has been appointed as a "Gender Specialist" in Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), vide Offer Letter No. PD/YLC/SMTA/2021/03/103 dated 8th March 2021 on contract basis (copy enclosed).
2. It is, therefore, requested that she may be medically examined and issue medical fitness report.

DIRECTOR
ADMINISTRATION & HR

A copy is forwarded for information:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. PS to the Managing Director, SMTA, Karachi
3. Office Notification File.



No. SMTA/BANK-ACC/2021
GOVERNMENT OF SINDH
SINDH MASS TRANSIT AUTHORITY
TRANSPORT & MASS TRANSIT DEPARTMENT

Karachi Dated: 17th March, 2021

To,

The Branch Manager,
Sindh Bank,
Kehkashan Branch, Clifton,
Karachi.

SUBJECT: OPENING - SALARY ACCOUNT

This is to certify Mrs. Humna Ashar w/o Ashar Bilal has been working as Gender Specialist at Karachi Mobility Project, Sindh Mass Transit Authority (SMTA), Transport & Mass Transit Department (TMTD), Government of Sindh. It is requested to open her Bank Account for to transfer salary of the said employee.

**DIRECTOR
ADMINISTRATION & HR**

A copy is forwarded for information and necessary action to:-

1. Project Director, Karachi Mobility Project, BRT Yellow Line, GoS.
2. Director (Finance & Accounts), SMTA, Karachi
3. PS to the Managing Director, SMTA, Karachi
4. Master File